HOW TO GET HEJA APP

If this is your first time using Heja, download the app onto your phone from your App store:

PLEASE NOTE – JUST USE THE FREE VERSION OF HEJA. YOU DO NOT NEED TO PAY ANYTHING TO INSTALL OR USE THIS APP.

HOW TO SET UP HEJA FOR YOUR TEAM

1. Select 'set up new team' (if you already have Heja, go to the Team Menu, then select 'My Teams' it top right hand corner. 'Create Team' is then at the bottom of the screen)

2. Team name (for example): Hammerhead Sharks U10 Boys Summer 2020-2021

3. Select Basketball, a color and age group

4. How will you reach your team today – SMS is easiest option as it sends a link to parents in a text

5. Select 'take me to my team'

6. Invite your team -

   a. Click share link

   b. Select text messages in your phone

   c. Enter phone numbers of parents / players / coaches

   d. Heja automatically creates a text for you. You are able to edit the text message to include whatever you'd like (eg: introduce yourself if parents / players don't know you). The most important part of the text is the <u>link at the end of the message as this is your team's unique link and code to Heja.</u>

   e. Send the text

7. Select when your team will practice (or you can skip if you don't know)

If parents already have Heja, they will need to go to the Team Menu, select 'My Teams' and select 'Join Team' then enter the team code from your text message

HEJA MENUS

At the bottom of the screen are five menus (Home, Chat, Schedule, Fees, Team).

Home

This is used to provide messages to your team. Team members can then respond. This is generally the easiest way to send messages to your team.

Messages

This is used to:

- Coach Chat – can only be viewed by coaches
- Pencil icon at top right hand side – you can start a private chat with other people

Schedule

This is used to schedule games / training and have parents / players respond of they are attending:

<u>To set up an event:</u>

- Use cross in top right hand corner to add games and practices. This is completed manually
- It allows you to include the following information for each activity:
    - Select if Practice / Game / Other
    - Title (eg: Sharks v YMCA)
    - Location (eg: if you start typing in AWA Alliance Stadium it will find it in the list)
    - Duration
    - Invitation – all coaches and players
    - Additional information – eg: Court 3, Smith family to score, Please bring clearly labelled drink bottle, Please arrive 10 mins before game time, One spectator allowed per player
    - You can edit this information by clicking the 3 dots at top right hand corner

<u>To respond to an event:</u>

- Parents / Players / Coaches then select if they are going / not going to each game. Heja will send reminders to people who haven't responded and you can also ask Heja to send additional reminders.

Fees

We <u>do not use</u> this section

Team

Shows you a list of all team members and their parents (if applicable)

The most frequently asked question received is how Parents set up their child then link themselves to their child. Instructions at this link https://help.heja.io/en/articles/2465240-how-do-i-add-or-connect-to-my-child.

As team administrator, you can add people as coaches / admin:

- Find the person in the team list
- Select their name
- Click 3 dots in top right hand corner
- Select 'Set as Coach', 'Set as Team Admin', etc
- You can only have one team admin in the free version of Heja
- You'll also see a 'Team Settings' menu. You can include a team photo and enter other team details

In the Team menu, you can also see your personal settings. In the top left hand corner is a circle with your initials and your name next to it. If you click on it you can make changes to your settings (this is also where you add and connect with your child). There is an option here to turn off notifications – this is not recommended as then you won't be reminded about games, messages etc

<u>OTHER INFO</u>

At the end of the season / start of the next season – delete your old team's Heja so you can add a new one for your new team. This is done through team settings.

Heja has a terrific Help and FAQ section: https://help.heja.io/en/